ASIIS Vaccine Transfers

Transferring vaccine Receiving transferred vaccines



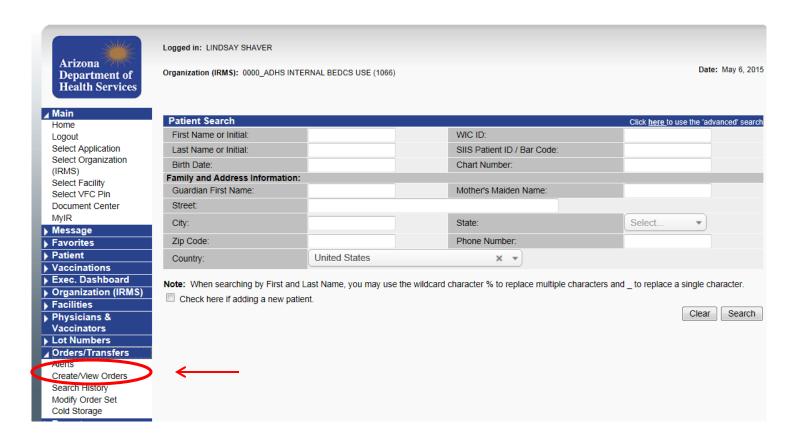






Creating a Transfer

To Access the Current Order/Transfer List screen, click **Create/View Orders** under the **Orders/Transfers** tab in the navigation pane.



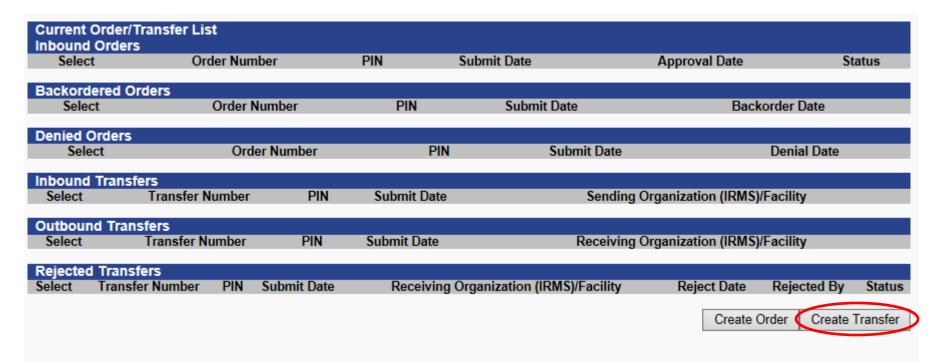






To create a vaccine transfer request, select **Create Transfer** from the **Current Order/Transfer List**.

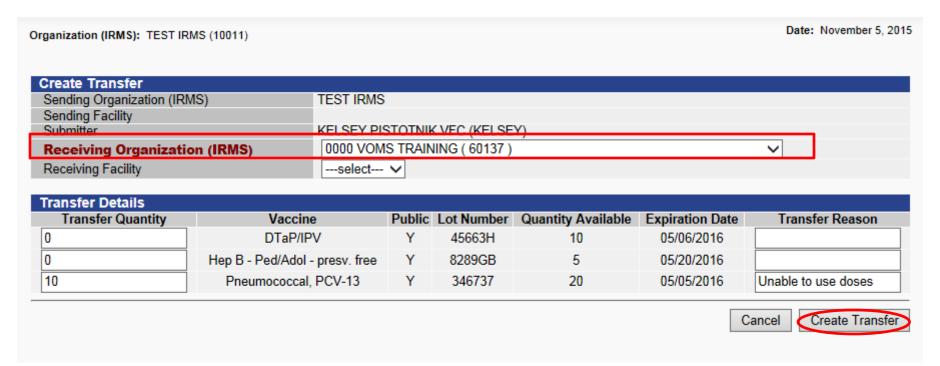
Note: The vaccine(s) you would like to transfer must be available in your 'Reconcile Inventory' menu.





Next, indicate the site that will be receiving the transferred vaccines. Do this by selecting the provider from the **Receiving IRMS** drop down. Select the number of doses you wish to transfer. After making your selection click **Create Transfer**.

Note: Frozen vaccines cannot be transferred



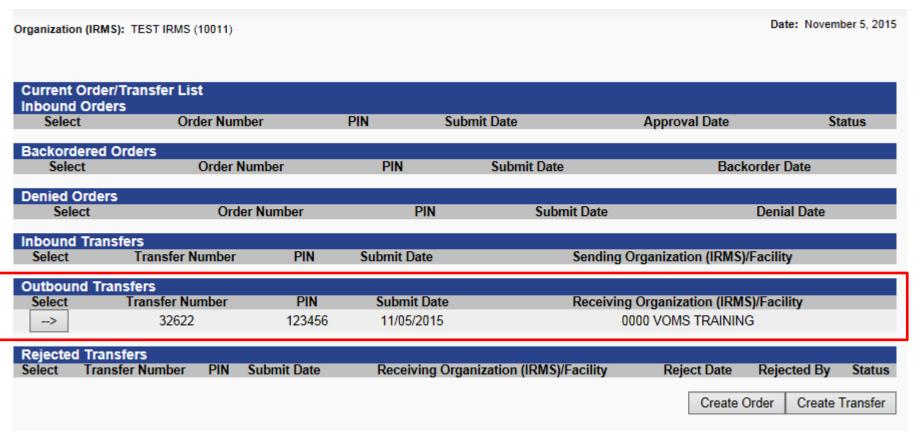






The transfer request can now be viewed in the Current Order/Transfer List in the **Outbound Transfers** gueue.

Vaccines <u>cannot</u> be physically transferred until the outbound transfer request has been approved by the Vaccine Center. You will be responsible for the vaccines until the transfer request has been approved.





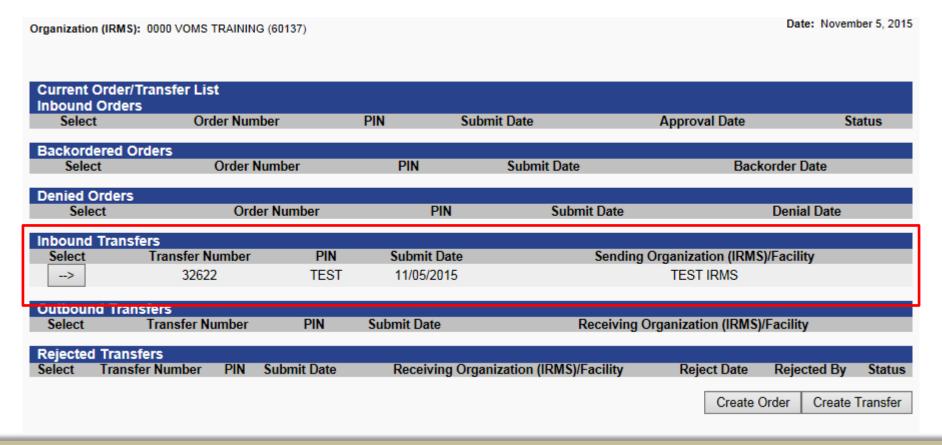






Receiving a VFC Transfer

To accept an approved transfer, select Create/ View Orders from the Orders/Transfers tab in the navigation bar. The approved transfer will appear in the **Inbound Transfers** queue. To enter the transfer into your inventory within ASIIS, click the arrow next to the transfer number as shown below.

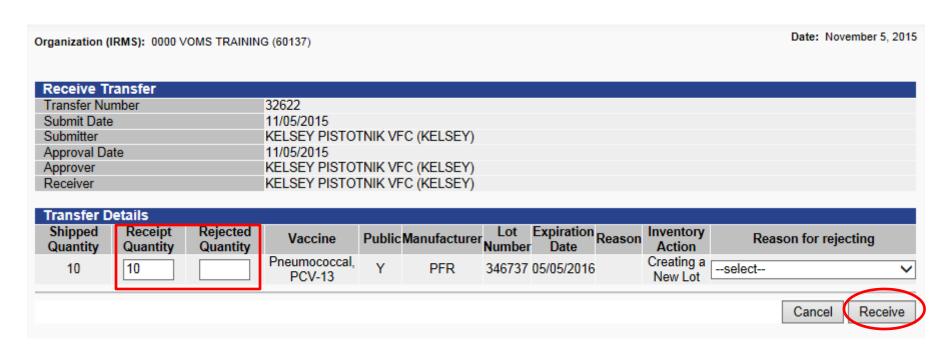




Enter the number of doses you will be receiving in the **receipt quantity** field. If you decide to reject any of the transferred doses, enter the number of doses you are rejecting in the rejected quantity.

Click the **Receive** button to complete the vaccine transfer.

Note: The sending provider is responsible for the vaccines until this step has been completed.



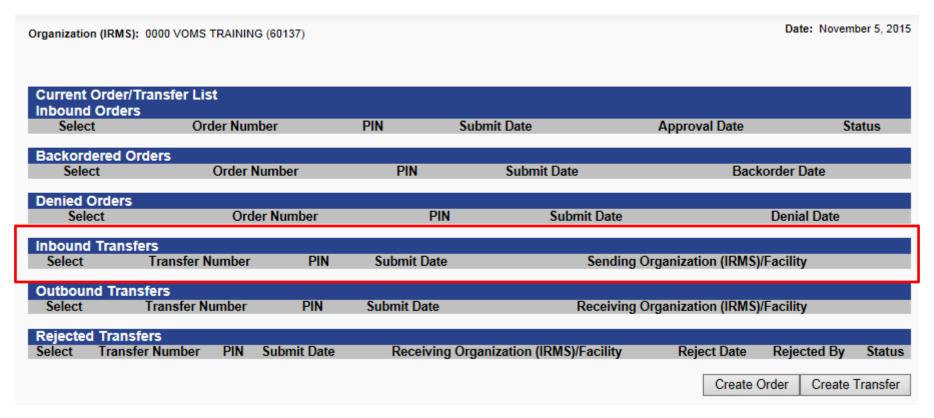








Once you have received the transfer, you will be automatically directed back to the Current Order/Transfer List. The inbound transfer has now been cleared under the **Inbound Transfer** queue.

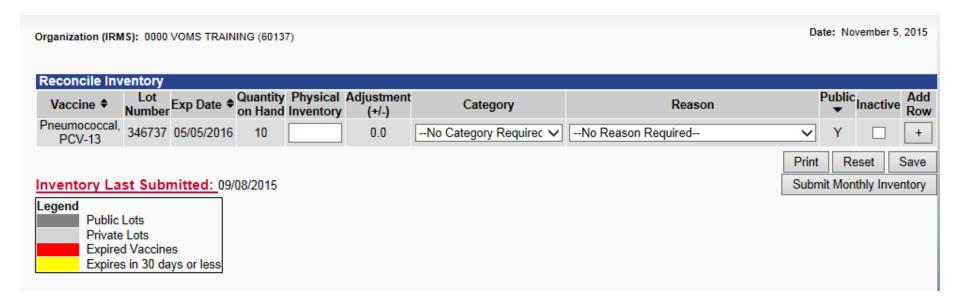








The transferred vaccine is now in the receiving provider's inventory and subtracted out of the sending provider's inventory.









You are done!

Please register that you have completed this training module by completing the training registration form at http://www.surveymonkey.com/s/CXL2RPY. You will be asked to provide your name, the module you completed, the date on which you completed the module, and a work email address.





